

**Office of Thrift Supervision
Vacancy Announcement**

Position Title, Series & Grade:	Operating Accountant TG-510-14
Vacancy Announcement Number:	2006-0090
Area of Consideration:	Open to Everyone (Including Department of Treasury CTAP and Federal ICTAP Priority Consideration Eligibles)
Duty Location:	Washington, DC Information Systems and Finance
Opening Date:	September 22, 2006
Closing Date:	October 6, 2006
Salary Range:	TG-14 \$46,826-\$85,270
Number of Hours/Week:	40
Tour of Duty:	Full-time Permanent
Type of Service:	Competitive Appointment (Career or Career Conditional)
Number of vacancies:	One Non-supervisory Position (Bargaining Unit)
Promotion Potential:	TG-19

DUTIES:

This position is located in the Office of Thrift Supervision (OTS). The OTS is the primary regulator of savings associations and savings and loan holding companies. OTS is a bureau of the U.S. Department of the Treasury and has four regional offices located in Jersey City, Atlanta, Dallas, and San Francisco. This position is located in Washington, D.C.

The incumbent will report to the Director of Financial Operations and is responsible for assisting in the operations of the OTS accounting-related functions. The Operating Accountant performs routine accounting and budget-related assignments and handles accounting issues of low to moderate difficulty.

Specific duties include:

- Oversees the input, processing, and output of data and reports from the automated accounting-related systems. Reconciles data from the systems to ensure that data is accurate and an up-to-date representation of the fiscal condition of the agency.
- Reconciles general ledger accounts, which may include identifying and resolving errors, problems, aberrations, or other unusual conditions. Identifies possible causes and recommends actions needed to correct or prevent them.
- Assists staff with preparation of internal and external financial reports.
- Assists staff with monitoring of the budget.

- Attends meetings with senior staff members and outside auditors to prepare schedules or answer questions to facilitate the completion of the audit.
- Prepares accounting and budget-related correspondence, letters, memos, and reports in response to requests from Treasury, agency personnel, contractors, and other external parties.
- Researches accounting issues that require in-depth analysis, interpreting regulations, and preparing well-written responses.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Candidates must meet the following basic requirements, as well as any additional specialized experience.

Basic Requirements:

- A. Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means accounting and/or auditing. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.") **OR**
- B. Combination of education and experience--at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following:
 1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
 2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; **OR;**
- C. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

Specialized Experience

In addition, applicants must have one year of specialized experience equivalent to the TG-12 level or the GS-7 level in the federal service, or a comparable level of complexity in a private sector position. Specialized experience includes direct work experience that includes professional knowledge of accounting concepts, principles, and methods sufficient to conduct

daily operations such as processing, certifying, recording and reporting accounting transactions accurately, efficiently, and in compliance with governing regulations.

Additional information on education and work experience requirements are described in the U.S. Office of Personnel Management Qualification Standards Handbook. This handbook may be found on the OPM Website <http://www.opm.gov/qualifications/index.htm>, in other federal agency personnel offices or by contacting the Human Resources Specialist listed on this announcement.

If selected, eligibility for an ID Badge is required. You must be ID Badge eligible in accordance with HSPD-12 and upon entering for duty; you must undergo a federal background investigation that results in a favorable adjudication for an ID Badge. You must maintain eligibility throughout your service with OTS.

United States citizenship is required.

KNOWLEDGE, SKILLS AND ABILITIES FOR THIS POSITION

If you meet the basic qualifications, you will be further evaluated on the basis of the quality and extent of your total accomplishments, experience and education. Your ranking will measure the degree to which your background matches the desired knowledge, skills and abilities (rating factors) for this position. Point values found below will be used in evaluating status candidates (applicants on competitive service appointments).

You should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills and abilities listed below. Failure to submit your narrative statement may negatively affect your eligibility and/or rating for this position.

1. Professional knowledge of accounting and budgetary principles. (30 points)
2. Ability to analyze data and recommend solutions. (25 points)
3. Knowledge of word processing and spreadsheet software applications. (20 points)
4. Interpersonal skills. (25 points)

BASIS FOR RATING:

If you are being considered under Delegated Examining Procedures, you will be assigned a score between 70 and 100, not including points that may be assigned for veterans' preference.

If you are being considered under the OTS Merit Promotion Program, you will be assigned a score between 1 to 100 points. Candidates receiving 67 points or higher will be found highly qualified and referred to the selecting official for consideration.

Note for CTAP/ICTAP Eligibles. Treasury Career Transition Assistance Program (CTAP) and Interagency Career Transition Program (ICTAP) Eligibles in the local commuting area who are determined to be "well-qualified" for this position will be given selection priority consideration. In accordance with Treasury's Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if: (1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, (2) is within the commuting area, and (3) is determined to be "well qualified" for this position. To be determined "well qualified" a candidate must be able to demonstrate that he/she has experience directly related to the rating criteria listed above and must receive a minimum score

of 90 in the evaluation process. Candidates must submit documentation of eligibility under the Department of Treasury CTAP or ICTAP Program for special selection priority: i.e., a copy of the certification/displacement letter, along with all other items listed in the section, ***How to Apply***.

OTHER INFORMATION:

- If you are a status candidate (current or former competitive service employee with reinstatement eligibility) and wish to receive consideration under both delegated examining and merit promotion processes, you must submit two (2) applications. If only one (1) application is received, you will be considered under merit promotion procedures only.
- If this is your first competitive service appointment or you have not completed your probationary period, you will be required to satisfy a one-year probationary period.
- You must meet all qualification requirements within 30 days of the announcement closing date.
- Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name.
- If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work, or you may be subject to fine, imprisonment or other disciplinary action.
- Privacy Act Notice: (PL 93-579). The information requested in your application is used for determining qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.
- OTS provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify Gail Burden on (202) 906-6279 or email: gail.burden@ots.treas.gov

Applicants will be notified of the outcome of the announcement only if selected.

HOW TO APPLY:

In order to receive full consideration for this vacancy, you must submit the following information:

- Optional Application for Federal Employment (OF-612), or a resume. Note that whichever document you submit, it must include the following information: name, vacancy announcement number, social security number; telephone number where you may be reached during the day, and citizenship. Copies of the OF 612 may be obtained from OPM's web page <http://www.usajobs.opm.gov> or from the OTS web page <http://www.ots.treas.gov>
- **If you are claiming veterans' preference, you must submit with your application package evidence of eligibility with a DD-214, "Certificate of Release or Discharge from Active Duty. If you are claiming 10-point preference, you must submit a Standard Form 15** <http://www.usajobs.opm.gov/forms.htm> **and supporting documentation with your application package. An applicant claiming veteran's preference**

who does not submit this evidence will not receive additional points for veteran's preference in the rating process.

- A supplemental statement addressing your possession of the knowledge, skills, and abilities as related to the "Knowledge, Skills and Abilities" described above in this announcement. Failure to submit this statement can result in you receiving a lower score in the rating process.
- A copy of your most recent performance appraisal preferably completed within the past year (if you are a current federal employee)
- A copy of your most recent SF-50, Notification of Personnel Action showing your current grade, tenure and salary (if you are a current federal employee).
- Race and National Origin Identification Form (SF-181). Submission of this form is voluntary and failure to submit it will have no impact on you or your consideration for this position. Copies of SF-181 may be obtained from OPM's web page: <http://www.usajobs.opm.gov/> or from the OTS web page: <http://www.ots.treas.gov/> (click employment at OTS and then click jobs).

APPLICATION SUBMISSION:

- **Due to security processing of mail by the United States Postal Service, mail may be delayed and your application may not be received by the closing date. Applicants are encouraged to apply via email or FAX.**
- Your application packages may be e-mailed, faxed or mailed.
- Mailed applications must be received in the Human Resources Office no later than the closing date.

Email your application to: gail.burden@ots.treas.gov

FAX your application to: (202) 906-6008

Or

Mail your application to:

Office of Thrift Supervision
Human Resources Division, Second Floor
1700 G Street, NW
Washington, DC 20552
Attention: Gail Burden

- Applications sent in government postage paid envelopes WILL NOT be considered.
- Applicants who apply via e-mail may fax or mail supplemental papers. Applicants should include the vacancy announcement number and their name on the supplements.
- Applications received under this announcement will not be returned.
- Please do not submit original documents that you will need for your personal records. Copies will be accepted.
- For additional information, please call: Gail Burden on (202) 906-6279 or email at gail.burden@ots.treas.gov. You may also visit the OTS website (<http://www.ots.treas.gov/>) to view a copy of the vacancy announcement or obtain the application form.

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